T/IX/M-9

24 March   1965


# U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

## COMMITTEE ON DOCUMENTATION

### Task Team IX - ADP Systems Library


Minutes of the Ninth Meeting - 15 February 1965


Members or Their Representatives Present

25X1A

| DIA | ■ |
| CIA | ■ |
| NSA | ■ |
| STATE | Mr. Alonzo J. Covel |
| AIR FORCE | Lt. Col. Robert R. McAnaw |

25X1A

CSS   ■

    1.  Because of the short time between meetings, members had
been provided with draft minutes of the eighth meeting.  With several
minor changes, these minutes were approved as written.  It was noted
that the DIA representative has not yet been able to contact
Mr. Hyman in OSD (I&L) as was suggested by Lt. Col. Yantis, JCS,
as noted in the last minutes.  It was agreed by the Team that the
proposed organization code would probably be satisfactory for the
sponsoring agency entry in the file description, but that additional
information should be acquired reasonably soon on this topic so
that a coding system compatible to that being developed by JCS could
be generated.

    2.  The Chairman next quickly summarized, for the benefit of
those members who had not attended the last two meetings, the progress
of the Team in the last few weeks.  The major point made by the
Chairman was the fact that the Team effort has moved from an attempt
to find agreement on a subset of the continually changing proposed
DIA description, to concentrate on those elements in the file and
program identification area which this Task Team could agree upon
with the understanding that DIA could then add whatever elements
it feels are necessary to fulfill its DoD obligations.

3. With the above in mind, the Chairman then invited the NSA representative to provide the members with a new set of file and program identification elements. The list and a model lay-out of the two sets of items were provided to the members by the NSA representatives. These were then considered in detail. It was agreed by the group that the Type 1 cards would be the file identification group and the Type 2 cards would be the program identification group. These two would contain all the information. In the NSA proposed description the Type 1 cards would come in formats 1 through 5. The Type 1 format 1 would be the basic file identification card and would include the following fields with the indicated number of columns: Type of card (1); format number (1); card sequence number (2); sponsoring agency (6); file identification (5); security classification of card deck (1); dissemination code of card deck (1); security classification of data (1); dissemination control of data (1); first primary interest area (3); second PIA (3); third PIA (3); earliest information in file (year and month) (4); latest information in file (year and month) (4); activation of ADP file (year and month) (4); updating period (1); submission date (year and month) (4). Card type 1, format 2 would contain the first ten fields listed above plus a description of the file as open field. Card type 1, format 3 would be the same as format 2, except the open field would be for area codes. Card type 1, format 4 would be the same as format 2 except the open field would be an abstract of the file description. Card type 1, format 5 would be the same as format 2 except the open field would be for a cross reference to the program identification.

4. The type 2 cards would also have five formats. The basic card (format 1) would contain the program identification information. The first nine fields would be identical in name and length to those in card type 1 format 1, except the file identification in type 1 would be replaced by a 5-column field entitled program identification. The following additional fields would be in type 2 format 1 cards: machine type (10); machine language (3); operational date (year and month) (4); input media (6); additional information, unfielded. Card type 2 format 2 is identical to type 2 format 1 for the first eleven fields listed above with the addition of an open field for program description. Card type 2, format 3 is identical to card type 2 format 2, with the exception that the open field portion is an abstract of the program description. Type 2 format 4 is the same as type 2 format 2 with the exception that the open field portion is a cross reference to the file description. Type 2 format 5 is identical to type 2 format 2 except the open field portion provides a narrative description of the hardware requirements.

5. The group, after considering these two forms at some length, tentatively agreed to drop card type 2 format 4 which relates to program file cross reference. (thus making card type 2 format 5 now

format 4) Detailed consideration was given this point, in view of
the possible ways in which customers will be utilizing the catalogs
to be produced. One category of cases (which, in effect, caused the
need for this kind of format) was those where programs were
specifically designed for a large number of files. The CIA repre-
sentative pointed out that if a specific program is designed for a
specific file, and is thus file limited, it would probably be or
little use to some potential user and therefore may not be considered
reportable in this reporting system. It was agreed that at least
those programs that related to many files could be considered as
general utility programs. The final consideration in eliminating
format 4, then hinged on the desirability of complete reversibility
of cross referencing between the file and program identification
catalogs. It was finally agreed that if this reversibility was not
required and it was only required to go from the file identification
catalog to the program identification catalog and not vice versa,
type 2 format 4 should be eliminated. If this were done, however,
it was agreed, in order to successfully make a cross reference
action from the file identification catalog to the program identi-
fication catalog, the appropriate five-column program identification
will be placed at the beginning of the open field text in card type 1
format 5. This will be, in effect, a fielded item and thus machine
manipulatable as well as available for visual cross referencing.

6. After some consideration, the Team agreed to make the file
identification field in type 1 cards and the program identification
field in type 2 cards the ninth field rather than the fifth field
so that all identical fields would be in the left portion of the
punched card.

7. The NSA representatives were requested by the Chairman to
again provide new lay-out sheets reflecting the above changes for the
use of the Team as soon as possible. They agreed to do so.

8. The CIA representative again pointed out that it was his
agency's desire to have an absolute minimum of reported elements in
this reporting system and would like to see just the first ten
fields of card type 1 format 1 plus the description of the file in
a free field as the extent of the information to be furnished. The
consensus of the Team, however, was that the NSA material submitted,
as amended, (in contrast to the CIA proposal) represented a reasonable
reflection of the system description information to be supplied as
outlined in USIB-S-13.1/4 dated 24 May 1963 (see attached down classi-
fied excerpt ). It was noted by the group that items g and h on the
list in the USIB document (which listed nine elements) are not being
responded to. However, the Chairman stated he was prepared to
explain the reasons for this non-response in these two cases. In
view of the consensus of the Team, except for the continued position
of the CIA representative, the Chairman asked him to take back the
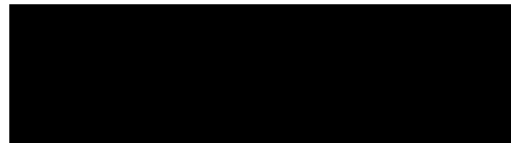material as proposed by NSA (with the amendments) to determine what

- 4 -

position CIA would like to take on how much it is willing to contribute
to such system descriptions.

9. The Chairman next called for any member who might like to
assist in the next step of the Task Team's job, which is to prepare
a proposed set of instructions based on the material submitted as
amended by NSA. He specifically requested assistance from the NSA,
CIA and Air Force representatives, who indicated that they would
respond to this request by a telephone call to the Chairman, to
set up meeting dates in the next few days.

10. The Chairman requested the secretary to officially note the
appreciation of the Team for the excellent home work that has been
done by the NSA Team member and his associates.

11. The next meeting date was considered. In view of the
undeterminable time it might take the Team members to complete the
tasks assigned by the Chairman, it was felt best to leave the date
of the next meeting open, with the date to be determined by a
telephone call between the Chairman, Secretary and members.

25X1A

Secretary